26 Sept 67

## MEMORANDUM FOR:

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA, State, and FAA manuals—I would from my brief look at DIA's that they still use OP Form 10, merge data on memos and letters but do use GOV't letter to a degree and have heavy dividers between their chapters. State says USIA and AID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

10101

26 Sept 67

FORM NO. 101 REPLACES FORM 10-101 1 AUG 54 WHICH MAY BE USED. (47)

STATINTL

Tmr ·	Approved For Releas	e 2009/04/10 : CIA-RDP7	74-00005R00020016000	5-0
AUTHOR & DATE	1/68 STATINTL	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962:
Forms of Address	Ю	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	tices.
A		ejero store presioni sensioni je i o esteg	Agents of an amount of the many of the second of the management	
Reports, Minutes, Agendas	МО	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams wire services i unique.
TS Correspond.	YTS, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 182 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	YES, have adopt it.
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exception	4	YES, cf. Shps. 1 and 2
mailing let- ters and memos separate	Yes, again the two are not merged.	See above; also refer to its Chps 3&\$ on mails and telegrams.	YES, see its Chps. 3-7 of Part I	Y''' see Chps. 1-
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandumd"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>b</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropped from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Approved For Releas	e 2009/04/10 : CIA-RDP7	74-00005R00020016000	VES, esp. Chps

Regardered Mail and Agency ail

Examples made disting from text

Approved For Release 2009/04/10: CIA-RDP74-00005R000200160005-0 Yes, after OK NO as it is YEZ, esp. see YES Yes, after OK from mailroom people as Part IX

government wide.

YEZ, esp. see Chps. 4-7 of Part I

YES, esp. Chps. 3 and 4.

Examples are

YES to a large degree; word, EXAMPLE is all caps or exhibits is bordered by bold face lines.

NO, most are in text/same style print; few are separate YES either they are separate or in bold face.

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<b>.</b>	Approved For Release 2	2009/04/10 : CIA-RDP74-0	00005R000200160005-0	STATINTL
STATINTLATIC & STATINTLR & DATE STATINTL	HB 1/68	HB 65rev.	00's 66/67	IIB LSTATINTL STÂTÎNTL
Forms of Address	NO	YES in Chp. 3, Section C	YES as Part V	NO
Contraction and the second	W. 180 C. S. 180 S.	adam ili generas per je diturija je ministrija ili energio gre Z	er in the section of the second section of the	A CONTRACTOR OF THE SECOND
Reports, Minutes, Agendas	МО	<b>№</b>	NO, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMMO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	. №	NO	NO
			and the second second	
Letters kept separat from memos	Yes, separate "Parts" on each/not merg	Chp 2 on memo &		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/proc
mailing let- ters and memos separa	two are not	No, all merged in Chp 6 on general correspond.	YES but with reference to COMMO	Again, the separ gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms use were "Directo & "memorandum	m' "memoranda" is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dum</u> is used.
المراز المستعلق ليبون	A STATE OF THE STA	and the second s	المنظ (المنظم المنظم ال	Like the light day to the majorited to be the end of the dealer
Use of Optional Form 10	No, that form has been drop from the book	Hed Form No. 64 for	to COMMO; NO to	e YES. But Form 1954 was <u>not</u> use for MEMO FOR RECORD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Par IX	into text.	YES, as Part IX	YES, in text and as "e" of Sectio IV
Examples made distine from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed text.
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	ş.			
·	a granda de la Maria	and the second second	and the second	*
· · · · · · · · · · · · · · · · · · ·	Approved For Release 2	20 <u>0</u> 9/04/10 : CIA-RDP74-0	00005R000200160005-0	

		Was some warms		
STATINTL TITLE STATINTLAUTHOR & D.	ATE 1/68	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
Forms of Address		YES, in Part XI extensive as it has military forms too.		NOT in notes examined
Reports Minutes Agendas	,	YES, Parts VI and VII on Stafi summary sheet & misc. reports		NO, not in notes examined
TS Corresp	YES, plus ond. exhibit. Part III	YES, tho no particular part is devoted to it; security is note in 5 of the part	the book and esp. in Part III	Not in notes
DCI mat as part handboo	of supplement as	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus references to D/L's preferences
Data on US Gov' letter		Yes, have adopte it; in Part X on Sample formats, many examples of this		МО
Letters kept sep from men		on letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing ters and memos se	two are not	Assembly the same for both & their Services Division prepares required envelopes for both	handled centrally thru D C&R	not in noted
Terms us "DCI" an "memoran	d were "Director	and memorandum	YES on DCI and YES on memo/da in some cases, but generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, figures 13,16, 1' 20-24 are on Op Form 10.	NO not even in , exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
Register Mail and Agency M	from mailroom	Cf. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made dist from text		No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.
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	ITLE & R & DATE	HB 1/68		65rev.		66/67	25X1	1967
		25X1	25>	(1	25)	<b>X1</b>	23/1	
	Forms of Address	NO		YES in Chp. 3,	Y	ES as Part V	N	
		•		Section C				
	s a syngrephysikk i trock i i skrige	And More than the property of the control of the co	3	g response. Role () in a response messed	Alteria de Sec	gegrafiske med georgie optisier it fan 1980 (1984)	<b>*</b>	nas praesis en la section de la company
F	Reports,	NO		N <del>0</del>	N	0, except Part		0, except
ľ	inutes,					on approval of &D projects		n early raft
F	Agendas					gg variable excited to		general de la servición de la companya de la compa
	rs	YES, plus exhibit.		YES, but no example given	N	ro		ES, no xhibit shown
(	Correspond.	Part III		Chapter IV				
	Appendix of the second	to a grant of the second of th	a.	ay a a s <del>amu</del> ng terap kan a kan a kenada a sama sa sa		e conservation		e e e e e e e e e e e e e e e e e e e
	DCI matter	Yes, not in		Yes as Chp. 5, only 1 exhibit.		ES as Part III out references		ES though ot as a
1	as part of handbook	supplement as Part V with		Outh I exilipro.	4	COM 10	đ	istinct paft r chapter
		6 exhibits.						
,	Data on new	Yes, plus an		<b>№</b>	N	10	N	0
	US Gov't letter	exhibit on same						
		Same years of the second		and the second of the second		and the second of the second of the second		and the second second
-	Letters	Yes, separate		To a degree as		MES but with		es, to a
	kept separat			Chp 2 on memo & Chp 3 on letter,	H	reference to	0	egree as Chp 1 n Letters and
	IIOM Memos	odony no o more		but general proce for both are merg	ed ged			Shp 2 on memo out has gen/procd
		Yes, again th		No, all merged	1	TES but with	A	gain, tho separt
	mailing let- ters and	two are not		in Chp 6 on general correspond.		reference to	g	en. procedures
	memos separa	ne merged.		erar corresponds		:	в	ame time.
* 7	•			UDATU		Yes to both	V	es. "DCI" used;
	Terms used: "DCI" and	No, terms use were "Directo	or"	"DCI" used but "memoranda" is	1	terms throughout	N	lo as "memor/dums
	"memoranda"	& "memorandur	ດສ <sup>ເ</sup>	replaced by "ums		one nanobook	^	.s used.
and the second	والمحافظ والمهواة والمحادي والمحورين	and the second second second		and the second s	. 1904	(T. 1.1)		TEG Death Floren
	Use of Optional	No, that form has been drop	begre	Yes. Standard Form No. 64 for	1	Yes, with referent to COMMO; NO to	1	954 was <u>not</u> used
	Form 10	from the book	k	memo was also us at this time;NO	ed i	form 1954	•	or MEMO FOR
				to Form 1954	a	rysten de sign 4875,000 et strong, inchestra en notenta i suella.		granisa osober z reset granista.
	Registered	Yes, after Of from mailroom		Yes, but merged into text.	1	YES, as Part IX		TES, in text and as "e" of Section
	Mail and Agency Mail	people as Par IX	t			•	]	TV .
•	t a contract	A. C.		ing and the second seco	1	100 m		
	Examples	Examples are		Some Exhibits are distinct,		Some exhibits are distinct, bu		Some distinct, nost are placed i
	made distinct from text		1	but most placed	1	examples are in		text.
				in text.		text style.		
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				A STATE OF THE STA		eng sengan salah sengan berasak salah sengan berasak salah sengan berasak sengan berasak salah sengan berasak s	,	<b>.</b>
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	Approved For Release	2009/04/10 : CIA-RDP7	4-00005R000200160005	5-0 •
TITLE & THOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	Ю	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style practices.
		election of the section matter project of the section	A CONTRACTOR OF THE CONTRACTOR AND	ALTO THE STATE OF
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i unique.
TS Correspond.	YB, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	N6, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopted it.	YES, have adop
Letters kept separat from memos	Yes, separate "Parts" on each/not merged	NO-have dropped memos in favor of informal letters and communication with few exception	<b></b>	YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not e merged.	See above; also refer to its Chps 3&4 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used, were "Director" & "memoranduma"	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta <b>t</b> e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropped from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
	Approved For Release	NO as <b>it is</b> 2009/04/10 : CIA-RDP7	YE <b>z,</b> esp <b>. see</b> 4-00005R000200160005	YES, esp. Chps

Approved For Release 2009/04/10 : CIA-RDP74-00005R000200160005-0 YEZ, esp. see Chps. 4-7 of NO as it is YES, esp. Chps. Registered Yes, after OK 3 and 4. government wide. Nail and from mailroom Part I Agency ail. people as Part Examples are Examples NO, most are YES to a large YES either they mude distinc degree; word, in text/same are separate or from text EXAMPLE is all style print: in bold face. caps or exhibits few are separate is bordered by bold face lines.

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TITLE & AUTHOR & DATE	STATINTL 1/68	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
Forms of Address	25X1 NO	YES, in Part XII extensive as it has military forms too.	МО	NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, the no par- ticular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	YESParts I&III on letters with Part IV on memo- randums	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separa	Yes, again the two are not e merged.	Assembly the same for both & their Services Division prepares required envelopes for bot	handled centrally thru D C&R	not in noted examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	, and memorandum	YES on DCI and YES on memo/da in some cases, but generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, figures 13,16, 17	NO not even in , exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div	DC&R appunently handles most of their materials	not in notes examined
Examples made distinc from text	Examples are	No to large dergree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.
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